

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 55	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W912DR-17-R-0019	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME TAMARA A WRIGHT		b. TELEPHONE NUMBER (No Collect Calls) 410-962-4958		6. SOLICITATION ISSUE DATE 16-Feb-2017	
9. ISSUED BY USACE, BALTIMORE 10 SOUTH HOWARD STREET, ROOM 7000 BALTIMORE MD 21201 TEL: FAX:		CODE W912DR		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) NAICS: 541620 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD: \$15M			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 TEL: 410-962-4874 FAX:		CODE W912DR		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/ OFFEROR TELEPHONE NO.		CODE FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.					<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:		31c. DATE SIGNED	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 55	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Task 1: CY Req. & Env. Cost Estimates FFP FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Program Management FFP The Contractor shall plan and conduct regular meetings and conference calls with the DLA DS-E Restoration Team and provide a weekly status update for the project, which also should contain summaries of any meetings held that week. The Contractor shall also prepare and deliver an Environmental Liabilities(EL) kick-off briefing. In addition, the Contractor shall prepare a summary of the Lessons Learned for the EL effort at the completion of the task order period of performance. The Lessons Learned will be discussed with DLA DS-E at the end of the FY effort. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	<p>CY Funding Req & Env. Cost Est. Analysis FFP</p> <p>Contractor shall perform a comparative analysis and justification of fiscal year Installation/Activity requirements and the environmental cost estimates to assist with accuracy and integrity of budget justifications and other various environmental data submissions. Contactor shall prepare and update various current year documents that assist with tracking and analyzing current year requirements to ensure timely execution and program management efficiencies.</p> <p>FOB: Destination</p>				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC	<p>Req. Justification & POM Submission Prep FFP</p> <p>The Contractor shall provide support to liaise between DS-E and DLA Financial Operations (J8), and the Office of the Under Secretary of Defense (OUSD) to identify required timelines, formats, other restoration financial requirements, and annual restoration program management reviews. Analytical support is required to disseminate information to DLA Installations and to facilitate DS-E and Installations' responses to routine or short-notice resourcing drills, to include responses to various internal and external environmental restoration data calls.</p> <p>FOB: Destination</p>				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	<p>Prior Year ULO Reconciliation FFP</p> <p>The contractor shall support the reconciliation efforts by validating all prior fiscal year ULOs and drawdown as possible. Working with DLA Financial Operations, DFAS, and Service Centers support staff will track the progress of various environmental restoration projects. Contractor staff shall update the categories of restoration data being captured and assess methods for presenting data that best identify DLA DS-E areas of concern.</p> <p>FOB: Destination</p>				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AE	<p>HQ DLA Environmental Liabilities Reports FFP</p> <p>Contractor support staff shall assist DS-E with quarterly EL data calls, standard disclosure, and financial analysis utilizing data from various systems and databases, annual CTC estimates, and other sources. Contractor shall also review current OSD policy in this area to ensure understanding of any policy changes and to make appropriate adjustments to numbers and narrative, and meet all DLA and OSD reporting deadlines. Contractor shall provide updates to the DS-ER EL Quarterly Reporting Desktop Reference as processes and procedures evolve and change.</p> <p>FOB: Destination</p>				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AF	Miscellaneous Support FFP The Contractor shall provide ancillary support to include, but not limited to support to various program management reviews, reconciliation support data tables and slides, gathering and submittal of data to the Annual Report to Congress, environmental database information review and analysis, meeting attendance on behalf of DS-E and other activities to support the restoration program. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Task 2: Annual CTC CY Requirements FFP FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0002AA

Program Management
FFP

The Contractor shall plan and conduct regular meetings and conference calls with the DLA DS-E Restoration Team and provide a weekly status update for the project, which also should contain summaries of any meetings held that week. The Contractor shall also prepare and deliver a CTC kick-off briefing. In addition, the Contractor shall prepare a summary of the Lessons Learned for the CTC effort at the completion of the task order period of performance. The Lessons Learned will be discussed with DLA DS-E at the end of the FY effort.

FOB: Destination

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0002AB

CTC Training and SOP Updates
FFP

The Contractor shall perform this evaluation, review and update DLA's CTC SOPs appropriately based on any relevant policy and guidance revisions, and incorporate audit readiness findings and recommendations. These changes will then be incorporated into the EL Training developed to train Installation Program Managers and others who review and approve all CTC documentation and financial statements, as applicable.

FOB: Destination

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AC	CTC Data Gathering and Env. Cost Est. FFP The Contractor shall gather information and create cost estimates for all DLA's ELs, including CONUS and OCONUS Corrective Action and Closure sites following SOPs generated in Task 2. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AD	CTC Reporting FFP The Contractor shall prepare a financial roll-up and Executive Summary for each Installation/Activity and fund. Each Installation Executive Summary must be compiled by the Contractor into a fund Level Summary for financial reporting purposes and for the development of environmental financial input into three Notes on DLA's financial statement (Notes 11, 14 and 16). In addition, site and fund-level comprehensive audit files are generated for retention by the DLA program managers FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AE	Site Identification (ID) Process Support FFP The Contractor shall provide support in maintaining and updating process documents and SOPs, managing and compiling data received from field locations on environmental events, and organizing input for the EL determination made by the DS-ER Team Lead. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AF	Environmental Liabilities Audit Support FFP The Contractor shall provide support in responding to information requests posed by the auditors, reviewing reports and other documentation produced as part of DLA’s audit readiness efforts to determine impacts to the Site ID and CTC processes, and participating in meetings to discuss information requests as well as findings and recommendations from the audit. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AG	Restoration PM (RPM), OSD & E2DMS Supp. FFP The Contractor shall provide technical representation at meetings for Defense Distribution Center Tracy, Defense Supply Center Richmond, and Curtis Bay Depot. The Contractor shall also provide support in reviewing OSD policy and guidance applicable to ELM and participate in OSD meetings and provide support in administering the system and uploading CTC information. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AH	RACER Support FFP The Contractor shall provide support with software testing and review, attending RSC and TRG meetings along with the DLA representative, and providing RACER training to DLA Program Managers (PM) to assist with their review of the CTC. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003 OPTION	Task 3 Env Liabilities Audit Sustainment FFP The Contractor shall provide support to assist and coordinate DS-E's engagement with the IPA, Audit Response Support (ARS) team, and DS-A. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Option Yr. 1 (2018 - 2019) FFP Complete CY Req. & Env. Cost Estimates as required in CLIN 0001 (0001AA-0001AF) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for CLIN 0001. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AA OPTION	CY Req. & Env. Cost Estimates FFP Complete CY Req. & Env. Cost Estimates as required in CLIN 0001 (0001AA-0001AF) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for CLIN 0001. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AB OPTION	Annual CTC CY Requirements FFP Complete Annual CTC CY Requirements as required in CLIN 0002 (0002AA-0002AH) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for CLIN 0002. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AC OPTION	Env Liabilities Audit Sustainment FFP Complete Environmental Liabilities Audit and Sustainment Support as required in CLIN 0003 with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for CLIN 0003. FOB: Destination				

 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Option Yr. 2 (2019 - 2020) FFP FOB: Destination				

 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AA OPTION	CY Req. & Env. Cost Estimates FFP Complete CY Req. & Env. Cost Estimates as required in CLIN 0001 (0001AA-0001AF) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 1. FOB: Destination				

 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AB OPTION	Annual CTC CY Requirements FFP Complete Annual CTC CY Requirements as required in CLIN 0002 (0002AA-0002AH) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 1. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AC OPTION	Env Liabilities Audit Sustainment FFP Complete Environmental Liabilities Audit and Sustainment Support as required in CLIN 0003 with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 1. FOB: Destination				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	Option Yr. 3 (2020-2021) FFP FOB: Destination				
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NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AA OPTION	CY Req. & Env. Cost Estimates FFP Complete CY Req. & Env. Cost Estimates as required in CLIN 0001 (0001AA-0001AF) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 2. FOB: Destination				
					<hr/>
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AB OPTION	Annual CTC CY Requirements FFP Complete Annual CTC CY Requirements as required in CLIN 0002 (0002AA-0002AH) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 2. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AC OPTION	Env Liabilities Audit Sustainment FFP Complete Environmental Liabilities Audit and Sustainment Support as required in CLIN 0003 with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 2. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	Option Yr. 4 (2021-2022) FFP FOB: Destination				
					<hr/>
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AA OPTION	CY Req. & Env. Cost Estimates FFP Complete CY Req. & Env. Cost Estimates as required in CLIN 0001 (0001AA-0001AF) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 3. FOB: Destination				
					<hr/>
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AB OPTION	Annual CTC CY Requirements FFP Complete Annual CTC CY Requirements as required in CLIN 0002 (0002AA-0002AH) with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 3. FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AC OPTION	Env Liabilities Audit Sustainment FFP Complete Environmental Liabilities Audit and Sustainment Support as required in CLIN 0003 with a one (1) year Period of Performance (POP). The POP for this option will start on the last day of the POP for Option Yr. 3. FOB: Destination				

NET AMT

PERFORMANCE WORK STATEMENT

**Defense Logistics Agency (DLA) Headquarters - Fort Belvoir
DLA Installation Support Environmental Management and Annual Cost-to-Complete (CTC)
Restoration Team Program Support**

1.0 Purpose/Background

For Task 1 per requirements of the DoD FMR Vol. 4 Chapter 13 (Accounting Policy and Procedures) along with DoD FMR Volume 3 (Budget Execution – Availability and Use of Budgetary Resources) DLA Installation Support Environmental Management (DS-E) requires Contractor support to assist in program management-related functions and to provide financial expertise to the Restoration Team. This support allows DS-E to meet their responsibilities in the management and execution of DLA's environmental restoration program as well as the reporting of DLA's Environmental Liabilities (EL).

For Task 2 and the Annual Cost-to-Complete(CTC) requirements, per applicable policy and guidance, which includes the DoD FMR Vol. 4 Chapter 13 (Accounting Policy and Procedures), the DoD DERP Management Guide, DoD Financial Improvement and Audit Readiness (FIAR) Guidance, and DoD Instruction (DoDI) 4715.8 (Environmental Remediation for DoD Activities Overseas), DLA is responsible for preparing annual estimates of the Cost to Complete (CTC) remediation and closure for all DLA's Environmental Liability (EL) sites. As a result, DLA anticipates formulating and documenting EL requirements and preparing cost estimates for both CONUS and OCONUS ELs for sites managed by the nine DLA Installations/Activities.

2.0 Requirements

To produce auditable financial statements, DLA DS-E must continue to implement steps to align the environmental restoration budget to the Cost-to-Complete (CTC) estimates. Audit findings show that an integrated financial management (FM) process linking the elements of Planning, Programming, Budgeting, and Execution (PPBE) leads to auditable financial statements.

The DLA CTC is accomplished each year through a well-documented process that is outlined in a set of DLA Installation Support Environmental Management Restoration Division (DS-ER) Standard Operating Procedures (SOPs) Cost Estimating Rules of Thumb for estimating, and the Environmental Liabilities Management (ELM) Process Cycle Memorandum (PCM) DLA Installation Support Environmental Management (DS-E) manages this effort for the Agency.

The Contractor shall accomplish the tasks with personnel who are eligible to obtain Common Access Cards (CAC's) and maintain CAC access and continuous credential validation via required training and monthly reporting on active task orders.

The Contractor shall provide to DS-E support under the following two tasks.

TASK 1: Current-Year Requirements and Environmental Cost Estimates Analysis:

Task 1.1: Program Management

Task 1 Program Management requirements include overall project management, communication with Program Managers and scheduling. The Contractor shall plan and conduct regular meetings and conference calls with the DLA DS-E Restoration Team and provide a weekly status update for the project, which also should contain summaries of any meetings held that week. The Contractor shall also prepare and deliver an Environmental Liabilities (EL) kick-off briefing. In addition, the Contractor shall prepare a summary of the Lessons Learned for the EL effort at the completion of the task order period of performance. The Lessons Learned will be discussed with DLA DS-E at the end of the FY effort.

Task 1.2: Current-Year Funding Requirements and Environmental Cost Estimates Analysis: Contractor shall perform a comparative analysis and justification of fiscal year Installation/Activity requirements and the environmental cost estimates to assist with accuracy and integrity of budget justifications and other various environmental data submissions. These analyses will allow real-time, integrated responses to high-priority, short-notice tasks. Contractor shall prepare and update various current year documents that assist with tracking and analyzing current year requirements to ensure timely execution and program management efficiencies.

Deliverables:

- Installation current year requirements request templates
 - Contractor shall prepare 9 templates (one for each installation: Columbus, Richmond, New Cumberland, Tracy, Philadelphia, Pacific, Battle Creek, DLA Energy, and Curtis Bay Depot)
- Requirements request/CTC estimate comparative analysis for 9 DLA Installations (Columbus, Richmond, New Cumberland, Tracy, Philadelphia, Pacific, Battle Creek, DLA Energy, and Curtis Bay Depot)
 - Contractor shall prepare 9 draft analyses
 - Contractor shall prepare 9 draft final analyses incorporating CTC input
 - Contractor shall conduct teleconferences with each PM (9 total) to discuss analysis
 - Contractor shall prepare -9 final analyses incorporating PM input
- Monthly internal DERA and BRAC Executive Summaries
 - Contractor shall track information continuously and shall prepare 1 DERA and 1 BRAC executive summary monthly
- Current year Spend Plan development and updates
 - Contractor shall develop one spend plan for DERA annually utilizing government data input
 - Contractor shall assume 6 updates to the Spend Plan annually
- Monthly Obligation Reports
 - Contractor shall prepare a monthly obligation report for both DERA and BRAC

Task 1.3: Requirements Justification and Program Objective Memorandum (POM) Submission Preparation:

The Contractor shall provide support to liaise between DS-E and DLA Financial Operations (J8), and the Office of the Under Secretary of Defense (OUSD) to identify required timelines, formats, other restoration financial requirements, and annual restoration program management reviews. Analytical support is required to disseminate information to DLA Installations and to facilitate DS-E and Installations' responses to routine or short-notice resourcing drills, to include responses to various internal and external environmental restoration data calls. Contractor personnel shall maintain valid CAC to facilitate access to DENIX and KBCRS.

Deliverables:

- Up to 6 Select Native and Programming (SNaP) data call submissions
 - Contractor shall reconcile and convert CTC estimates into SNaP format and aligned with budgetary constraints for input into SNaP database up to 6 times annually
- Four Knowledge Based Corporate Reporting System (KBCRS) data call submissions
 - Contractor shall reconcile and convert CTC estimates into KBCRS format for input into KBCRS database 4 times annually
 - Contractor shall reconcile and convert CTC site data into KBCRS format for input into KBCRS database 2 times annually
- Reconciliation of KBCRS environmental site data with the annual CTC data, SNaP, KBCRS, and the DLA financial statement
 - Contractor shall reconcile annually information across the CTC, SNaP, KBCRS, and DLA financial statements in preparation for the Annual Report to Congress
- Four Installation Restoration Program (IRP) Management Reviews
 - Contractor shall develop IRP management reviews that present DLA's current progress against various performance metrics as well as present program successes and challenges to DLA Management and OUSD two times annually.

Task 1.4: Prior Year Unliquidated Obligation (ULO) Reconciliation Efforts and Collecting/Analyzing Data:

The contractor shall support the reconciliation efforts by validating all prior fiscal year ULOs and drawdown as possible. Working with DLA Financial Operations, DFAS, and Service Centers support staff will track the progress of various environmental restoration projects. Contractor staff shall update the categories of restoration data being captured and assess methods for presenting data that best identify DLA DS-E areas of concern.

Deliverables:

- DERA and BRAC End of Month (EOM) Report Analysis
 - Contractor shall analyze system reports for input into monthly report
- DERA and BRAC Monthly Reconciliation Progress Report and Slides
 - Contractor shall utilize analysis from above to prepare draft monthly reports for both DERA and BRAC (2 reports monthly)
 - Contractor shall prepare slides for briefing input for both DERA and BRAC monthly reports (assume preparation of 2 slides each for DERA and BRAC depicting reconciliations)

Task 1.5: HQ DLA Environmental Liabilities Reporting

Contractor support staff shall assist DS-E with quarterly EL data calls, standard disclosure, and financial analysis utilizing data from various systems and databases, annual CTC estimates, and other sources. Contractor shall also review current OSD policy in this area to ensure understanding of any policy changes and to make appropriate adjustments to numbers and narrative, and meet all DLA and OSD reporting deadlines. Contractor shall provide updates to the DS-ER EL Quarterly Reporting Desktop Reference as processes and procedures evolve and change.

Deliverables:

- Four DLA EL quarterly reporting data calls
 - Contractor shall analyze system reports to provide critical updates to the General Fund quarterly EL data call
- Four DLA EL quarterly reporting variance analyses
 - Contractor shall utilize the CTC executive summary and the EL quarterly data call as well as system reports to prepare a draft quarterly EL variance analysis
 - Contractor shall participate in quarterly variance analysis reviews
- Two DLA EL quarterly reporting standard disclosures
 - Contractor shall prepare a draft narrative utilizing OSD and DLA guidance twice annually
- Up to 4 updates to the DS-ER EL Quarterly Reporting Desktop Reference
 - Contractor shall revise and update the DS-ER Quarterly EL Reporting Desktop Reference as DLA financial reporting processes and procedures change.

Task 1.6: Miscellaneous Support

The Contractor shall provide ancillary support to include, but not limited to support to various program management reviews, reconciliation support data tables and slides, gathering and submittal of data to the Annual Report to Congress, environmental database information review and analysis, meeting attendance on behalf of DS-E and other activities to support the restoration program.

Deliverables:

- Deliverables as assigned by DS-E Restoration Team Lead
 - Contractor shall assume preparation of 5 briefings annually consisting of approximately 6 slides/briefing pages
 - Contractor shall assume preparation of 1 analytical report monthly
- Meeting minutes as required

- Contractor shall assume participation in and preparation of meeting minutes for 75 meetings annually
- Meetings will be conducted at DLA or by teleconference
- Support up to one data gathering meeting for Tracy in Sacramento, California (CA), and prepare a meeting summary

Task 1 Performance Objectives

Requirement	Monitoring Method	Documentation
1.1 Meeting Minutes	-Minutes delivered within five (5) business days. -Necessary rework accomplished within two (2) days.	-Periodic Inspection -Customer Feedback (Quarterly)
1.2 Requirements Request/CTC Comparative Analysis	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
1.3 KBCRS and SnaP Budget Submissions	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
1.4 End of Month Reports Analyses and Tri-Annual Reviews	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
1.5 Quarterly EL Data Calls, Variance Analyses, and Standard Disclosures	-Delivered on schedule. - Necessary rework accomplished within two (2) days.	-Periodic Inspection -Customer Feedback (Quarterly)
1.6 Ad Hoc Program Management Briefings and Analytical Reports	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)

Task 2: Annual Cost to Complete Current Year Requirements

The Defense Logistics Agency (DLA) has made great strides in their program to capture ELs. The Department of Defense (DoD) requires Services and Agencies to annually estimate and report their future ELs. Asbestos costs for approximately 7,114 buildings and structures will be estimated annually and included in DLA's CTC. General Equipment closure requirements will be estimated annually in accordance with DoD FIAR Guidance. Corrective action costs for a total of approximately 165 sites will be estimated annually and included in DLA's CTC. In addition, closure costs for a total of approximately 5,707 Aboveground Storage Tanks (ASTs) and Underground Storage Tanks (USTs), along with 667 pipelines, located at approximately 377 Defense Fuel Supply Points (DFSPs) will also be included. A list of installations and their associated known tanks and pipelines, RECONCILED AS DESCRIBED IN SECTION 2.3, is provided in Appendix A for tanks and Appendix B for pipelines.

Headquarters provides this support for the following nine LA Installations/Activities:

Curtis Bay Depot	New Cumberland	Columbus
Defense Reutilization and Marketing Service Battle Creek	San Joaquin Tracy	Richmond
DLA Strategic Materials	DLA Energy	Philadelphia

Steps to conduct DLA's annual CTC process can be divided into four tasks:

- Program Management
- CTC Training and SOP Updates
- CTC Data Gathering and Environmental Cost Estimating
- CTC Reporting

Additional related tasks include

- Site ID Process Support
- EL Audit Support
- RPM, OSD, and E2DMS Support
- RACER Support

Task 2.1 Program Management

Task 2 Program Management requirements include overall project management, communication with Program Managers and scheduling. The Contractor shall plan and conduct regular meetings and conference calls with the DLA DS-E Restoration Team and provide a weekly status update for the project, which also should contain summaries of any meetings held that week. The Contractor shall also prepare and deliver a CTC kick-off briefing. In addition, the Contractor shall prepare a summary of the Lessons Learned for the CTC effort at the completion of the task order period of performance. The Lessons Learned will be discussed with DLA DS-E at the end of the FY effort.

Deliverables:

- Project status updates with meeting summaries, up to 60 annually
- Lessons learned summary report based upon work conducted during the CTC
- Meeting summary documenting teleconference discussion with DLA to discuss lessons learned

Task 2.2 CTC Training and SOP Updates

Each CTC cycle begins with an evaluation of any new policy or guidance set forth by the Office of the Secretary of Defense (OSD) or other government entities that may be applicable to EL reporting. The Contractor shall perform this evaluation, review and update DLA's CTC SOPs appropriately based on any relevant policy and guidance revisions, and incorporate audit readiness findings and recommendations. These changes will then be incorporated into the EL Training developed to train Installation Program Managers and others who review and approve all CTC documentation and financial statements, as applicable.

Deliverables:

- Report of applicable changes to policy and guidance (up to 3 reports annually)
- Updates to SOPs (2 SOP updates annually)
- Updates to training (1 training update annually)
- EL Training (Conduct EL Training in conjunction with data gatherings - up to 5 training courses)

Task 2.3 CTC Data Gathering and Environmental Cost Estimating

This task is conducted to gather information and create cost estimates for all DLA's ELs, including CONUS and OCONUS Corrective Action and Closure sites following SOPs generated in Task 2. Applicable reports are obtained and reviewed, and interviews are conducted with DLA Program Managers, Service Centers, and remediation contractors to determine appropriate assumptions / requirements for anticipated out-year activities at each site, including both closure and corrective action. For Closure sites, parameters required for estimating such as tank identification and tank capacity, are obtained from DLA's Enterprise Business System (EBS) annually. Reconciliation of the current EBS data set to the previous years' data set is conducted to provide a year-over-year comparison. Data gaps in EBS that are deemed nonessential for estimating are handled via standard assumptions

(e.g., estimate all tanks as steel tanks as approximation if tank construction material is not available). These standard assumptions are documented in the Cost Estimating Rules of Thumb and approved by DLA prior to estimating.

At the conclusion of data gathering, up to 165 Assumption/Requirement documents shall be created to include the following sites:

- Up to 144 Assumption/Requirement documents for CONUS corrective action sites
- Up to 10 Assumption/Requirement documents for OCONUS corrective action sites
- One Assumption/Requirement document for OCONUS tank closures (includes tanks located in up to 15 countries)
- 10 Assumption/Requirement documents for CONUS tank closures (organized by DFSP and grouped into one Assumption/Requirement document per 10 EPA Regions)

Upon approval of the draft Assumption/Requirement documents by DLA, the requirements contained in the Assumption/Requirement documents are used to generate EL estimates utilizing RACER cost estimating software in accordance with the DLA-approved SOPs.

Travel

Contractor shall conduct 10 trips to DLA Installations/Activities to perform Data Gathering as follows:

- 1 trip to Sacramento, CA (for Tracy) (Assume 2 personnel, 2 days)
- 1 trip to New Cumberland, PA (Assume 2 personnel, 3 days)
- 1 trip to Richmond, VA (Assume 2 personnel, 3 days)
- 1 trip to Columbus, OH (Assume 2 personnel, 3 days)
- 1 trip to Curtis Bay, MD (Assume 2 personnel, 3 days)
- 5 trips to DLA Headquarters (Assume 3 personnel, 4 days for each trip)

Contractor shall travel to 3 DLA Installations/Activities to perform estimate Validation as follows:

- 1 trip to Sacramento, CA (for Tracy) (Assume 2 personnel, 2 days)
- 2 trips to DLA Headquarters (Assume 3 personnel, 4 days for each trip)

Deliverables:

- Data Gathering Memorandum for each installation for the 9 installations/activities (up to 60)
- Draft CTC Assumption/Requirement Documents (up to 165) for the 9 installations/activities
- Draft Final CTC Assumption/Requirement Documents (up to 165) for the 9 installations/activities
- Final Assumption/Requirement Documents (reflecting DLA comments - up to 165 document amendments)

Task 2.4 – CTC Reporting

Upon completion of the data gathering and cost estimating process, the Contractor shall prepare a financial roll-up and Executive Summary for each Installation/Activity and fund. Each Installation Executive Summary must be compiled by the Contractor into a fund Level Summary for financial reporting purposes and for the development of environmental financial input into three Notes on DLA's financial statement (Notes 11, 14 and 16). In addition, site and fund-level comprehensive audit files are generated for retention by the DLA program managers.

Deliverables:

- Draft Installation Executive Summary for each Installation/Activity with financial roll-ups (up to 9)
- Final Installation Executive Summary for each Installation/Activity with financial roll-ups (up to 9)
- Draft Fund-Level Executive Summaries with financial roll-ups (up to 4)
- Final Fund-Level Executive Summaries with financial roll-ups (up to 4)
- Site Level Audit files (up to 136)
- Installation Level Audit file for each Installation/Activity (up to 9)
- Fund Level Audit files (up to 4)

Task 2.5 – Site Identification (ID) Process Support

To ensure completeness in identifying and estimating the CTC for the Agency's ELs, DLA is designing and implementing a new process, known as the DLA Site ID Process. This process will be conducted annually to generate a complete inventory of ELs and Potential ELs for inclusion in the CTC. DS-E requires support in maintaining and updating process documents and SOPs, managing and compiling data received from field locations on environmental events, and organizing input for the EL determination made by the DS-ER Team Lead.

Deliverables:

- Update to SOP (1 SOP update annually)
- Update to DS-E Environmental Event Repository to include all environmental events reported within the month (assume no more than 150 environmental event reports annually)
- Summary Report of Monthly DLA Environmental Events (12 annually)
- Recommendations report containing draft EL determinations on all environmental events within the DS-E Environmental Event Repository (two Recommendations reports annually)

Task 2.6 – Environmental Liabilities Audit Support

In accordance with the Department of Defense Financial Improvement and Audit Readiness Guidance, dated March 2013, DLA continues to make progress towards its goal of achieving end-to-end audit readiness. Both the Site ID and CTC processes are critical components of the DLA Environmental Liabilities Management (ELM) Business Process Cycle, and both processes will be an ongoing focus of audit readiness, assertion, and sustainment efforts. DS-E requires support in responding to information requests posed by the auditors, reviewing reports and other documentation produced as part of DLA's audit readiness efforts to determine impacts to the Site ID and CTC processes, and participating in meetings to discuss information requests as well as findings and recommendations from the audit.

Deliverables:

- Provide written responses to up to 20 information requests posed by auditors
- Review drafts and provide comments for up to 15 documents and reports that result from the DLA audit readiness effort and independent public accountant (IPA) audit efforts that directly impact DLA's management and reporting of its environmental liabilities
- Provide meeting summaries for up to 40 meetings with the ELM team, external auditors, and Business Process Owners as appropriate for the propose of streamlining and improving audit readiness efforts, communications, and processes
- Provide support to the annual update of the Process Cycle Memorandum (PCM).

Task 2.7 – Restoration Program Manager (RPM), OSD and E2DMS Support

DS-ER conducts Restoration Program Manager (RPM) meetings to facilitate selection of efficient and cost-effective corrective actions, thereby reducing costs and time to clean up sites. These meetings compliment the annual cost to complete (CTC) process and vice versa, as the information gained in each effectively feeds into the other. DS-ER requires support in providing technical representation at these meetings for Defense Distribution Center Tracy, Defense Supply Center Richmond, and Curtis Bay Depot. Concurrently, the importance of DS-ER's involvement in OSD meetings pertaining to environmental policy and guidance, CTC procedure updates, and budgetary system subcommittees continues to increase. Support in reviewing OSD policy and guidance applicable to ELM and participating in OSD meetings is required. DS-E is in the process of acquiring a new data system solution (E2DMS) to facilitate comprehensive agency-wide environmental management. Support is required in administering the system and in uploading CTC information.

Deliverables:

- Review drafts of up to four OSD guidance documents related to technical issues (such as vapor intrusion)

and/or OSD policy involving restoration such as draft DoD Instructions, draft CTC Update Procedures, etc., and prepare written comments delineating findings and conclusions on policy and guidance reviews (up to four total)

- Provide technical meeting support (up to eight meetings) at meetings such as KBCRS Subcommittee and CTC Subcommittee to discuss comments and recommendations, and prepare meeting summaries for each meeting.
- Support up to four RPM meetings for Tracy in Tracy in Sacramento, California (CA), and prepare meeting summaries for each meeting
- Support up to two RPM meetings for Richmond in Richmond, Virginia (VA), and prepare meeting summaries for each meeting
- Summary Report of data uploads to E2DMS – one annually

Task 2.8 RACER Support

DLA uses Remedial Action Cost Engineering and Requirements (**RACER**) cost estimating **software for preparation of the Agency's CTC**. **RACER**, a parametric cost estimating tool developed specifically for environmental remediation and restoration projects, is validated and accredited for use in preparing CTC estimates. The development and maintenance of the software is managed and funded by a RACER Steering Committee (RSC) and Technical Review Group (TRG) with representatives participating from various federal agencies including DLA. DS-ER requires support in providing software testing and review, attending RSC and TRG meetings along with the DLA representative, and providing RACER training to DLA Program Managers (PM) to assist with their review of the CTC.

Deliverables:

- Support software beta testing on-site at AECOM's facility in Denver, Colorado (CO) (two personnel) and provide testing results
- Conduct up to two one-day DLA-specific RACER training classes to facilitate PM understanding and review of the CTC cost estimates. Prepare and provide training materials
- Attend and provide meeting summaries: 1 RSC and 1 TRG meeting. Assume travel to Washington DC for 1 traveler for 2 days for each meeting.
- Review and provide written comments on up to 30 software work plans and reports.

Task 2 Performance Objectives

Requirement	Monitoring Method	Documentation
2.1 Meeting Minutes	-Minutes delivered within five (5) business days. -Necessary rework accomplished within two (2) days.	-Periodic Inspection -Customer Feedback (Quarterly)
2.2 SOP Updates	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
2.3 Draft and Final Assumption Documents	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
2.4 Audit Files	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)

2.5 Update DS-E Environmental Event Repository.	-Updates processed timely and summary delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
2.6 Provide written responses to information requests from auditors.	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)
2.7 Review drafts of OSD guidance documents.	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	- Periodic Inspection -Customer Feedback (Quarterly)
2.8 Review and provide written comments on software work plans and reports.	-Delivered on schedule. - Necessary rework accomplished within five (5) days.	- Periodic Inspection -Customer Feedback (Quarterly)

Task 3 (OPTION): Environmental Liabilities Audit Sustainment Support

DLA is currently hosting an Independent Public Accountant (IPA) who is engaged to conduct the Fiscal Year 2017 Financial Statement audit. Additional IPA engagements are anticipated annually in the future. DS-E requires on-site contractor support to assist and coordinate DS-E's engagement with the IPA, Audit Response Support (ARS) team, and DS-A. DS-E is required to respond to IPA requests within specified time periods, ranging from 24 to 72 hours, through the ARS and DS-A. Responses are submitted via the on-line document repository known as the RC Tool. Contractor shall be eligible to receive and maintain a valid CAC in order to facilitate access to the RC Toll and DLA IT resources.

Deliverables:

- Provide written responses to up to 100 information requests posed by auditors
- Review drafts and provide comments for up to 75 documents and reports that result from the DLA audit readiness effort and independent public accountant (IPA) audit efforts that directly impact DLA's management and reporting of its environmental liabilities
- Provide meeting summaries for up to 200 meetings with the ELM team, external auditors, and Business Process Owners as appropriate for the propose of streamlining and improving audit readiness efforts, communications, and process Coordinates
- Coordinate and finalize the annual update of the Process Cycle Memorandum (PCM).

Task 3 Performance Objectives

Requirement	Performance Objective	Surveillance Method
3.0 Review and provide written responses, comments, summaries, and annual update to referenced documents.	-Delivered on schedule. -Necessary rework accomplished within five (5) days.	-Periodic Inspection -Customer Feedback (Quarterly)

3.0 Additional Instructions

All data required, used or otherwise handled remains the property of the government. Any database software developed as part of this delivery order becomes the property of the Government. The Government retains the rights to all intellectual property purchased or developed through this effort. The Contractor may not use datasets or other materials produced under this delivery order without written consent of the COR. All data, reports, and other

materials produced under this delivery order are the property of the Government and are not to be released by the Contractor without written approval from the COR.

The Contractor shall maintain a project file for two calendar years from the date of project completion.

Distribution / Release Limitation Statements. All data provided to the contractor by the Government and/or developed by the contractor for the Government shall be protected from disclosure in accordance with the markings contained thereon. All other information relating to the items to be delivered or services to be performed under this task may not be disclosed by any means without prior approval by the Government.

A-E Manpower Reporting. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the A-E will report ALL A-E manpower (including sub A-E manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address <https://cmra.army.mil> . The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
- (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period;
- (4) A-E name, address, phone number, e-mail address, identity of A-E employee entering data;
- (5) Estimated direct labor hours (including sub-A-E);
- (6) Estimated direct labor dollars paid this reporting period (including sub-contractor);
- (7) Total payments (including sub-contractor);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by A-E (and separate predominant FSC for each sub-contractor if different);
- (9) Organizational title associated with the Unit Identification Code (UIC) for the Government Requiring Activity
- (10) Locations where A-E and sub-contractors perform the work (specified by zip code in the United States and nearest City, Country, when in an overseas location, using standardized nomenclature provided on website);
- (11) Presence of deployment or contingency contract language, and,
- (12) Number of A-E and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the A-E will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each Government fiscal year and must be reported by 31 October of each calendar year.

Access and Security. Entry to DLA facilities requires the following: current vehicle registration, proof of insurance, valid driver's license for the vehicle driver, and picture identification for other personnel. The Government will not be responsible for damages due to delay/stoppages caused by failure to comply.

4.0 Period of Performance

5.1 The base performance period is one (1) year. The period of performance will begin upon written notification of the contract award. **The** approximate period of performance for the base is as follows:

- 01 April 2017 – 31 March 2018

5.2 Optional Services: This order includes four (4) optional periods for a continuation of the services for Tasks 1 -3 stated above. Each option is for an additional one (1) year of services as follows:

- Option Year 1 01 April 2018 – 31 March 2019
- Option Year 2 01 April 2019 – 31 March 2020
- Option Year 3 01 April 2020 – 31 March 2021
- Option Year 4 01 April 2021 – 31 March 2022

5.0 Points of Contact

Emily Schiffmacher, Contracting Officers Representative

U.S. Army Corps of Engineers, Baltimore District
ATTN: CENAB-EN-HM (Emily Schiffmacher)
10 South Howard Street
Baltimore, MD 21201
410-962-3253
Emily.N.Schiffmacher@usace.army.mil

Kevin Kivimaki, Environmental Restoration Division Chief
DLA Installation Support
Environmental Management
703-767- 6239
Kevin.kivimaki@dla.mil

All invoices and monthly reports shall be sent to:

U.S. Army Corps of Engineers, Baltimore District
ATTN: CENAB-EN-HM (Stephen Wood)
10 South Howard Street
Baltimore, MD 21201

INSTRUCTIONS TO OFFERORS

Proposal Submission Instructions

Technical and price proposals shall be separate documents and shall consist of the two (2) volumes. Note: The technical proposal shall not contain any pricing information.

a. Volume 1:

- i) Factor I: Technical: (38 page limitation excluding Factor II (Management), table of contents, schedule, and cover page) Text should be size 12 font, single spaced. Page and font limitations do not apply to charts, tables, and figures, but font must be legible. The technical proposal shall address the proposed approach to meeting the requirements of the Performance Work Statement (PWS). The technical proposal shall address the following elements:
 - Proposal shall explain Offeror's technical approach to accomplishing the goals, objectives, and requirements of the Performance Work Statement (PWS) including a comprehensive project communication approach for coordination with USACE and DLA, and risk management with identification of potential risks associated with, and contingencies for the proposed technical approach.
 - The proposal shall include an activity-based project schedule that outlines activities and milestones defined at the appropriate detail level and logically sequenced to support and manage completion of the performance objectives in this contract, including completing work within 12 months of contract award date.
- ii) Factor II: Management: (5 page limitation excluding Factor I (Technical), table of contents, key personnel information (resumes) and cover page). Text should be size 12 font, single spaced. Page and font limitations do not apply to charts, tables, and figures, but font must be legible. The Management Plan shall provide an approach to manage and execute the contract. The management plan shall address the following elements:
 - Proposal shall identify key personnel and provide resumes citing their qualifications and experience working on similar projects.
- iii) Volume shall be submitted in one (1) original and three (3) hard copies and two (2) electronic copies. The electronic copy should be in a CD-ROM format.

b. Volume 2: Price

- i) The Price Proposal shall be provided in one (1) original and one (1) electronic copy, submitted in a separate envelope apart from the technical proposal.
- ii) Volume 2 should include any assumptions used in the pricing associated with the technical aspects of completing the work.
- iii) Pricing shall be provided on a firm fixed basis according to the contract line item numbers (CLIN) outlines in this solicitation.
- iv) The following elements shall be addressed in the price proposal for each CLIN and contract year:

Direct Cost:

- (a) Labor (furnish a detailed breakdown on labor costs to include level of effort and wage rate for each proposed job title)
- (b) Equipment and Material Costs (provide breakdown of equipment and material costs and documentation for expenses over \$1,000.00)
- (c) Travel (provide support documentation and detail)

Other Direct Costs (with detail and support):

- (a) Any other multipliers on Direct Costs (G&A, OH, etc.)
 - (b) Proposed profit
- v) Milestone payment schedule shall include the following:
- The proposed performance based payment event
 - The proposed payment amounts
- vi) Organizational Conflict of Interest (OCI): Pursuant to Federal Acquisition Regulation (FAR) Subpart 9.5, all potential or real Organizational Conflicts of Interest (OCI)'s must be identified and evaluated as early in the acquisition. The offeror shall provide a certification that to the best of its knowledge and belief, that it is not aware of any existing potential organizational conflict of interest. If the offeror is aware of any existing potential organization conflict of interest, the contractor shall provide disclosure of the potential organization conflict of interest and a mitigation plan in its proposal for evaluation by the Government. If the Contracting Officer determines that a potential conflict exists, the offeror shall not receive award unless the OCI is resolved. All OCIs that may arise during the performance of this effort shall be disclosed to the Government as soon as identified.
- c) Past Performance: No information is required to be submitted by the Offeror; however offerors may provide performance evaluations, assessments, reviews, letters of recommendation, etc. from previous similar projects performed in the last three (3) years. The Government may use data in Governments, the Past Performance Information Retrieval System, and through interviews with personnel familiar with the contractor and their current and past performance.
- d) Reference Documents Access: A CD providing supporting documents will be provided via AMRDEC following the issuance of this solicitation to interested vendors*.

***Interested vendors should provide their email address to the contract specialists identified in this solicitation, (Ms. Anika Hillaire), to receive the supporting documents.**

- e) Proposal Submittal: Offers shall be prepared in accordance with these instructions, providing all required information in the format specified. If any exceptions or deviations to the solicitation requirements are taken, these exceptions shall be clearly noted in the offeror's cover letter. Offeror shall submit one (1) original package hard copy (including both technical and price proposal), three (3) copies of the technical proposal, two (2) electronic copies of the technical proposal and one (1) original and one (1) electronic copy of the price proposal. Please make sure all sections are clearly defined and the packages are clearly marked.

The written proposals are due 27 February 2017, at 10:00 a.m. (EST) and should be mailed in sufficient time to meet the due date specified above. The contractor is responsible for ensuring receipt.

Baltimore District, Corps of Engineers
 Attn: Ms. Anika Hillaire, CENAB-CT-A
 10 South Howard Street, Rm. 7000
 Baltimore, MD 21201-1715

EVALUATION CRITERIA

The award will be made based on the best overall (i.e. best value) proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the four (4) evaluation factors: Technical, Management, Past Performance, and Price. The overall relative importance of the factors is as follows:

- The Technical factor is more important than the Management factor.
- The Management factor is more important than the Past Performance factor.
- The non-price factors, when combined are significantly more important than Price.

To receive consideration for award, a rating of no less than “Acceptable” must be achieved for the Technical and Management factor. Offerors are cautioned that the award may not necessarily be made to the lowest cost offered.

The evaluation approach for the factors is as follows:

a) Technical Factor:

- The Technical Factor will be evaluated for the extent to which the Offeror demonstrates an understanding of the work required by the PWS including a comprehensive project communication approach for coordination with USACE, and DLA; an understanding of Best Management Practices for IRP project; and risk management with identification of potential risks associated with, and contingencies for the proposed technical approach.

b) Management Factor:

- Qualification of Personnel: Identification of proposed key personnel with definition of roles and responsibilities;
- Personnel Experience and Education: Resumes of Proposed Key personnel that demonstrate a minimum education and experiences with similar IRP work;
- Ability to manage multiple sites.

c) Past Performance: Past performance will be evaluated to determine a confidence assessment, based on quality, timeliness and cost control, in successfully accomplishing the contract requirements.

d) Price: Total and individual prices will be analyzed using any of the various price analysis techniques allowed by FAR 15.404-1 (b). Proposals will be evaluated to determine if they are fair and reasonable.

- Price will also be evaluated for completeness (whether the proposal reflects a thorough understanding of the PWS, as proposed in accordance with the Army provided contract line item numbers (CLINs) on a firm-fixed basis; includes a payment milestone schedule, and provides a total project price for the base and all option periods).

1. Adjectival Ratings

a) For Factors I (Technical) and II (Management), the evaluated Factors will receive one of the following ratings: Outstanding, Good, Acceptable, Marginal or Unacceptable, defined as follows:

- **Outstanding:** Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
- **Good:** Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.

- **Acceptable:** Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
- **Marginal:** Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
- **Unacceptable:** Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

b) For Factor III (Past Performance), the evaluated Factor will receive one of the following ratings:

- **Substantial Confidence:** Based on the offeror's performance record, the Government has high expectation that the offeror will successfully perform the required effort.
- **Satisfactory Confidence:** Based on the offeror's the Government has a reasonable expectation that the offeror will successfully perform the required effort.
- **Limited Confidence:** Based on the offeror's performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
- **No Confidence:** Based on the offeror's performance record, the Government has no expectation that the offeror will be able to perform the required effort.
- **Unknown Confidence (Neutral):** No performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

c) Supportive narrative comments citing strengths, weaknesses and deficiencies as well as other special considerations in conjunction with the adjectival rating awarded for each applicable Factor. These terms are defined as follows:

- **Strength** - Any aspect of a proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.
- **Weakness** - A flaw in a proposal that increases the risk of unsuccessful contract performance.
- **Deficiency** - A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

2. Discussions

The Government intends to award this contract without discussions. At the discretion of the Contracting Officer, discussions may be conducted with all offerors. The Contracting Officer will provide additional instructions with the notification.

QASP

Contract/Solicitation No. W912DR-17-R-0019
Quality Assurance and Surveillance Plan
Defense Logistics Agency (DLA) Headquarters - Fort Belvoir
DLA Installation Support Environmental Management and Annual Cost-to-Complete (CTC)
Restoration Team Program Support

1.0 Overview.

1.1 Introduction. This performance-based Quality Assurance Surveillance Plan (QASP) sets forth the procedures and guidance that the Contracting Officer's Representative (COR) will use in evaluating the technical and quality performance of the Contractor in accordance with the terms and conditions of the scope of work. A copy of the signed final plan will be furnished to the Contractor so that the Contractor will be aware of the methods that the COR will use in evaluating performance of this contract.

1.2 Purpose. The purpose of the QASP is to assure that the performance of specific activities and the completion of project milestones are accomplished in accordance with all requirements set forth in the PWS and outlined in the Project Management Plan (PMP) strategy for Army Quality Assurance. This QASP describes the mechanism for documenting noteworthy accomplishments or discrepancies for work performed by the Contractor. Information generated from COR's surveillance activities will directly feed into performance discussions with the Contractor. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, the Army receives the quality of services called for in the contract, and the Army only pays for acceptable services received.

The QASP is intended to accomplish the following:

1. Define the role and responsibilities of participating Army officials.
2. Define the key milestones, deliverables, and standards that will be assessed.
3. Describe the surveillance methodology that will be employed by the Army in assessing the Contractor's performance.
4. Describe the surveillance documentation process and provide copies of the forms that the Army will use in evaluating the Contractor's performance.
5. Outline quality assurance procedures to be employed by the Government during performance of this task order to confirm that the site characterization is conducted utilizing proper procedures and in accordance with the approved work and safety plans.
6. Define Exceptional, Very Good, Satisfactory, Marginal, and Unsatisfactory performance standards for key milestones, deliverables, and standards
7. Outline corrective action procedures
8. Describe payment procedures.

2.0 Roles and Responsibilities of Quality Assurance Army Officials.

2.1 Contracting Officer. The Contracting Officer (KO) has overall responsibility for overseeing the Contractor's performance. The KO is responsible for the day-to-day monitoring of the Contractor's performance in the areas of contract compliance, and contract administration; reviewing the COR's assessment of the Contractor's performance; and resolving all differences between the COR's assessment and the Contractor's assessment of performance. It is the KO that assures the Contractor receives impartial, fair, and equitable treatment under the contract. tamara.a.wright@usace.army.mil. Questions for the KO should be directed to the assigned USACE Contracting Specialist, Anika Hillaire.

2.2 Contracting Officer Representative (COR). The Contracting Officer's Representative (COR) is responsible for technical administration of the project and assures proper Army surveillance of the Contractor's performance. The COR is responsible for monitoring, assessing, recording, and reporting on the technical performance of the Contractor on a day-to-day basis. The COR for this contract is Emily Schiffmacher at the U.S. Army Corps of Engineers (USACE), Baltimore District, (410) 962-3253, Emily.Schiffmacher@usace.army.mil. Questions for the COR should be directed to the assigned USACE Project Manager, Steve Wood, at (717) 817-5871. Stephen.C.Wood@usace.army.mil

2.3 Technical Expertise and Subject Matter Experts. The KO and COR may call upon the technical expertise of other Army Officials and subject matter experts (SME) as required. These Army Officials and SMEs may be called upon to review technical documents and products generated by the Contractor. For this contract, the following Army Officials and SMEs have been identified:

DLA-Environmental	Kevin Kivimaki, DLA Project Manager
DLA-Environmental	Denee Cremeans, DLA Installation Support
USACE, Baltimore District	Steve Wood NAB Project Manager
USACE, Baltimore District	Emily Schiffmacher COR
USACE, Philadelphia District	Vince Grassi Health and Safety

If additional Army Officials and SMEs are identified as work progresses, the QASP will be modified to capture this information.

3.0 Methods for Performance Assessment.

3.1 Key Milestones/Deliverables to be assessed. The following milestones and associated deliverables will be evaluated in accordance with this QASP:

- Approval of the Final Project Management Plan (PMP) and Quality Assurance Surveillance Plan (QASP)
- Current-Year Requirements and Environmental Cost Estimates Analysis
- Annual Cost to Complete Current Year Requirements
- Environmental Liabilities Audit Sustainment Support

3.2 Additional Surveillance Activities. Additional Government surveillance activities may include, but are not limited to, the following:

- Review and approval of meeting minutes from Kickoff Meetings, Deep Dive Sessions, Technical Review Board meetings (if required) or Public Involvement Meetings, etc.
- Review of Weekly Reports
- Review of data deliverables.
- Oversight of field work activities.
- Review of uploaded electronic deliverables.
- Review of the Contractor's quality control documentation.
- Review of the Contractor's safety records

3.3 Performance Standards. Since cost is fixed in this Delivery Order, the Contractor's performance will be evaluated by assessing the key milestones and deliverables above according to the standards of Quality, Schedule, Management of Key Personnel and Resources, and Stakeholder Concurrence. In addition, the Contractor's performance will be evaluated for the standard of Safety during any fieldwork. For each of these performance standards, the COR will assign one of five ratings of the Contractor's performance: Exceptional, Very Good, Satisfactory, Marginal, or Unsatisfactory, as shown in **Table 1**.

Table 1 - Evaluation Standards

Performance Standard	Outstanding	Good	Acceptable	Marginal	Unacceptable
Basic Definition	Performance meets contractual requirements and exceeds many requirements that benefit the end user. Work was accomplished with few, if any, minor problems for which corrective actions taken by the contractor were highly effective.	Performance meets contractual requirements and exceeds some requirements that benefit the end user. Work was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	Performance meets contractual requirements. Work was accomplished with some minor problems for which corrective actions taken by the contractor were satisfactory.	Performance does not meet some contractual requirements. Serious problems with contractor performance were experienced for which the contractor has either not yet identified corrective actions or the corrective actions taken appear only marginally effective.	Performance does not meet most contractual requirements. Serious problems with contractor performance were experienced for which the corrective actions were ineffective.

Performance Thresholds	Outstanding	Good	Acceptable	Marginal	Unacceptable
	Delivered on time, no rework.	95% delivered on time, rework accomplished within one (1) day.	90% delivered on time, rework accomplished within two (2) days.	80% delivered on time, rework accomplished within four (4) days.	<80% delivered on time, rework requires more than (4) days.

3.4 Performance Assessment Process. If a deliverable is rated as being unsatisfactory for quality or stakeholder concurrence at the time that the approved PWS deadline for the milestone expires, the Contractor will automatically receive an unsatisfactory rating for Schedule, unless there is an Army approved delay that extends the PWS performance objective.

3.4.1 Army Approved Delays. At the discretion of the COR, the performance standard of Schedule may be waived in accordance with the criteria outlined in **Table 1**. Army-Approved Delays will be tracked by the contractor and reported to the COR monthly.

3.4.2 Stakeholder Concurrence Waiver. At the discretion of the COR, the performance standard of Stakeholder Concurrence may be waived in accordance with the criteria outlined in **Table 1**.

3.4.3 Overall Rating.

- An Exceptional rating will be achieved only if more than 50% deliverables for the task order are Exceptional, with no unacceptable ratings allowed.
- A Very Good rating will be achieved only if more than 50% of the deliverables for the task order are Very Good or Exceptional, with no unacceptable ratings allowed.
- An Acceptable rating will be achieved only if more than 50% of the 66 milestone ratings (as shown on Table 2) for the task order are Acceptable or better, with no more than 4 of the deliverables rated as unacceptable.
- A Marginal rating will be achieved if the criteria for an overall acceptable rating is not fully met and there are no more than 10 of the deliverables are rated as unacceptable.
- An Unsatisfactory rating will be achieved if there are more than 10 of the deliverables rated as unacceptable.

4.0 Surveillance Methodology. **Table 2 and Table 3** summarize the surveillance activities planned for the QASP. The surveillance methods listed below will be used in the administration of this QASP.

4.1 100% Inspection. All project milestones and deliverables will be evaluated through 100% inspection by onsite inspection or document review. The USACE Project Manager will document performance for each completed milestone or deliverable prior to payment, as described in **Section 5.0**.

4.2 Periodic Inspection. At the USACE Project Manager's discretion, periodic inspections will be conducted to evaluate progress toward key milestones and deliverables. This will include QA Safety Inspections by a government representative during any fieldwork. The USACE Project Manager may also complete a periodic progress inspection if he/she believes that deficiencies exist that must be addressed prior to milestone or deliverable completion. While corrective action or re-performance will be required if necessary, the Contractor will not be financially penalized for unacceptable performance recorded in periodic progress reports, provided that final performance evaluation of the milestone or deliverable is deemed acceptable.

4.3 Customer Feedback: Contractor performance feedback will be obtained through periodic inquiries by the USACE Project Manager with project stakeholders. The purpose of these inquiries would be to supplement the other forms of evaluation and to also provide the Contractor with constructive criticism and/or recognition for the project deliverables or milestones completed. Customer feedback received will be thoroughly validated to ensure it relates to the requirements of the PWS and will be used in a prudent manner by the COR. Customer feedback will also be solicited in the form of a concurrence letter by the Contractor from appropriate stakeholders (see **Table 2** stakeholder footnotes) for key deliverables.

Table 2 - Surveillance Activities Table (Key Milestones/Deliverables)

Milestone	Indicator	Evaluation Standard	Performance Measure	Monitoring Method	Documentation
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COR acceptance of DRAFT FINAL deliverables.	COR acceptance of DRAFT FINAL Documents.	Quality	Army Review of Deliverable	100% Inspection	USACE Project Manager completion of QAMF, email, letters, customer surveys
COR acceptance of FINAL deliverables.	COR acceptance of Final Documents.	Quality Resource Management Schedule Stakeholder Concurrence	Army Review of Deliverable Number of incidences regarding contractor personnel/qualifications and/or incidences of task management Milestone per (where applicable) PWS Resolution of all stakeholder comments.	100% Inspection Periodic Inspection Compare to PWS Metric Customer Feedback	USACE Project Manager completion of QAMF, email, letters, customer surveys
COR acceptance of Data Submittals.	COR acceptance of Data Submittals.	Quality Resource Management Safety	Army Review of Deliverable Number of incidences regarding contractor personnel/qualifications and/or incidences of task management Number of Safety deficiencies or incidents	100% Inspection Periodic Inspection Periodic Inspection	USACE Project Manager completion of QAMF, email, letters, customer surveys

Notes:

These key milestones are identified/tied to payment milestones. The “Army” includes stakeholders from the Installation, AEC, and USACE.

* Includes Key Milestones and Key Deliverables from PWS and Payment Milestones from LATA-Matrix PMP, June 2010.

Table 3 - Surveillance Activities Table (Interim Milestones/Deliverables)

Milestone	Indicator	Evaluation Standard	Performance Measure	Monitoring Method	Documentation
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Status Reports, Meeting Minute, Memos, Worksheets, and Annual Updates	COR Acceptance of Status Reports, Meeting Minutes, Memos, Worksheets & Annual Updates	NA	Army Review of Deliverable	100% Inspection	COR Acceptance
Milestone Presentations	COR Acceptance of Status Report	NA	Army Review of Deliverable	100% Inspection	COR Acceptance

5.0 Surveillance Documentation.

5.1 Quality Assurance Monitoring Form. The COR or designee will use the Quality Assurance Monitoring Form (QAMF) (**Attachment A**) to record evaluation of the Contractor's performance for each payment milestone or final deliverable in accordance with the methodology described in **Section 3.0** and **Section 4.0**. The USACE Project Manager must substantiate, through narratives on the form, all superior and unacceptable ratings. Performance at the acceptable level is expected from the Contractor. At a minimum, the evaluation form will indicate actual and scheduled delivery times and number of reviews required to achieve the final product. The USACE Project Manager will forward copies of all completed QAMFs to the USACE COR within 7 days of performing the inspection. The USACE Project Manager will forward all completed quality assurance monitoring forms to the Contractor within 14 days.

5.2 Corrective Action Process. When a key milestone/deliverable receives a marginal or unacceptable rating, the Contractor will explain, within 15 days, in writing to both the USACE COR and USACE Project Manager why performance was marginal or unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented in the future. The Contractor shall use the corrective action form as part of this process (**Attachment B**). The USACE COR will review the proposed corrective action with the AEC ERM and USACE Project Manager, and Installation POC, as necessary, to determine if it will be accepted.

5.3 KO and COR Roles in Surveillance Process. The USACE Project Manager will provide the COR and KO with copies of all completed QAMFs. When appropriate, the COR and/or KO may investigate further to determine if all the facts and circumstances surrounding the event were considered in the USACE Project Manager opinions outlined on the form. The COR and/or KO will immediately discuss any unacceptable rating with the Contractor's Program Manager to assure that corrective action is promptly initiated. At the end of the contract performance period, the USACE Project Manager will prepare a written report for the COR and KO summarizing the overall results of the surveillance of the Contractor's performance during the contract. This report will become part of the formal QA documentation. The USACE Project Manager will maintain a complete QA file. This file will contain copies of all performance evaluation forms and any other related documentation. The USACE Project Manager will forward these records through the COR and to the KO at termination or completion of the contract.

5.4 Technical Quality Assurance Monitoring. In general, all work will be evaluated in terms of how well the requirements of the task order are satisfied, the extent to which the work performed follows the approach found in the contractor's technical proposal and/or implements the decision of Technical Project Planning, and clarity of documentation. At the discretion of the COR or the Contracting Officer or Specialist, other government officials approved by the Contracting Officer or Specialist may be asked to evaluate a particular deliverable or set of deliverables. The results of all Technical Quality Assurance Monitoring will be documented using a Technical Review Form. Technical Quality Assurance Monitoring Documentation will document technical criteria evaluated. Example forms are included in **Attachment C** and will be updated as needed.

6.0 Payment.

6.1 Acceptable Performance. The Contractor will also be required to perform a milestone presentation per the PWS. At the discretion of the COR, these milestone presentations may be conducted as part of the next regularly scheduled Project Meeting. Full payment for a milestone will be provided upon verification of overall acceptable performance as indicated on the QAMF. The contractor should provide an invoice to the USACE Project Manager after receipt of the QAMF from the USACE indicating acceptable performance. If a QAMF is not provided to the Contractor within 14 days of completion of the milestone the Contractor will submit an invoice.

6.2 Unsatisfactory Performance. If a milestone or deliverable receives an unsatisfactory rating for either the quality or stakeholder concurrence performance standard, re-performance is required until the deliverable receives an acceptable rating. This re-performance is required regardless of cost or schedule constraints that may result from the unsatisfactory performance, unless the USACE Project Manager waives the timeliness or stakeholder concurrence requirement for that specific deliverable or the KO has opted to terminate the contract.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0001AC	Destination	Government	Destination	Government
0001AD	Destination	Government	Destination	Government
0001AE	Destination	Government	Destination	Government
0001AF	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0002AA	Destination	Government	Destination	Government
0002AB	Destination	Government	Destination	Government
0002AC	Destination	Government	Destination	Government
0002AD	Destination	Government	Destination	Government
0002AE	Destination	Government	Destination	Government
0002AF	Destination	Government	Destination	Government
0002AG	Destination	Government	Destination	Government
0002AH	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1001AA	Destination	Government	Destination	Government
1001AB	Destination	Government	Destination	Government
1001AC	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2001AA	Destination	Government	Destination	Government
2001AB	Destination	Government	Destination	Government
2001AC	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3001AA	Destination	Government	Destination	Government
3001AB	Destination	Government	Destination	Government
3001AC	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4001AA	Destination	Government	Destination	Government
4001AB	Destination	Government	Destination	Government
4001AC	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	N/A	N/A	N/A	N/A
0001AA	POP 01-APR-2017 TO 31-MAR-2018	N/A	ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 410-962-4874 FOB: Destination	W912DR
0001AB	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0001AC	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0001AD	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0001AE	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0001AF	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002	N/A	N/A	N/A	N/A
0002AA	POP 01-APR-2017 TO 31-MAR-2018	N/A	ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 410-962-4874 FOB: Destination	W912DR
0002AB	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002AC	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002AD	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002AE	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002AF	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002AG	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
0002AH	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR

0003	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
1001	N/A	N/A	N/A	N/A
1001AA	POP 01-APR-2018 TO 31-MAR-2019	N/A	ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 410-962-4874 FOB: Destination	W912DR
1001AB	POP 01-APR-2018 TO 31-MAR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
1001AC	POP 01-APR-2018 TO 31-MAR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
2001	N/A	N/A	N/A	N/A
2001AA	POP 01-APR-2019 TO 31-MAR-2020	N/A	ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 410-962-4874 FOB: Destination	W912DR
2001AB	POP 01-APR-2019 TO 31-MAR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
2001AC	POP 01-APR-2019 TO 31-MAR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
3001	N/A	N/A	N/A	N/A
3001AA	POP 01-APR-2020 TO 31-MAR-2021	N/A	ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 410-962-4874 FOB: Destination	W912DR
3001AB	POP 01-APR-2020 TO 31-MAR-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
3001AC	POP 01-APR-2020 TO 31-MAR-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
4001	N/A	N/A	N/A	N/A

4001AA POP 01-APR-2021 TO 31-MAR-2022	N/A	ENVIR & MUNITIONS DESIGN CNTR STEPHEN C. WOOD 10 SOUTH HOWARD STREET BALTIMORE MD 21201 410-962-4874 FOB: Destination	W912DR
4001AB POP 01-APR-2021 TO 31-MAR-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR
4001AC POP 01-APR-2021 TO 31-MAR-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912DR

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.217-5	Evaluation Of Options	JUL 1990
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.229-3	Federal, State And Local Taxes	FEB 2013
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7002	Disclosure Of Ownership Or Control By A Foreign Government	JUN 2010
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.223-7008	Prohibition of Hexavalent Chromium	JUN 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.247-7023	Transportation of Supplies by Sea	APR 2014

CLAUSES INCORPORATED BY FULL TEXT

52.217-6 OPTION FOR INCREASED QUANTITY (MAR 1989)

The Government may increase the quantity of supplies called for in the Schedule at the unit price specified. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) days. Delivery of the added items shall continue at the same rate as the like items called for under the contract, unless the parties otherwise agree.

(End of clause)

52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) days of contract expiration.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least forty-five (45) before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the

provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

Environmental Technician: \$ 25.56

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>

<http://farsite.hill.af.mil/vfdfara.htm>

(End of clause)

SCA WAGE DETERMINATION

WAGE DETERMINATION DECISION
OF THE SECRETARY OF LABOR

The following wage determination will be used to conform with the requirements of the Service Contract Act of 1965 (29 CFR 4) of the General Provisions:

Decision No. 15-4281 REV (04) dated: 12/30/2016

WD 15-4281 (Rev.-4) was first posted on www.wdol.gov on 01/03/2017

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of		Wage Determination No.: 2015-4281
Director	Wage Determinations		Revision No.: 4
			Date Of Revision: 12/30/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Prince George's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		16.59
01012 - Accounting Clerk II		18.61
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01035 - Court Reporter		21.84
01041 - Customer Service Representative I		14.40
01042 - Customer Service Representative II		16.18
01043 - Customer Service Representative III		17.66
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		18.42
01070 - Document Preparation Clerk		14.70
01090 - Duplicating Machine Operator		14.70
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		14.98
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		24.23
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29

01320 - Service Order Dispatcher	16.98
01410 - Supply Technician	31.41
01420 - Survey Worker	20.03
01460 - Switchboard Operator/Receptionist	14.43
01531 - Travel Clerk I	13.46
01532 - Travel Clerk II	14.46
01533 - Travel Clerk III	15.53
01611 - Word Processor I	15.63
01612 - Word Processor II	17.67
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	27.70
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.14
07041 - Cook I	13.81
07042 - Cook II	16.06
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	19.19
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	11.59
11090 - Gardener	17.52
11122 - Housekeeping Aide	12.23
11150 - Janitor	12.23
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.40
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	13.80
12000 - Health Occupations	
12010 - Ambulance Driver	21.63
12011 - Breath Alcohol Technician	21.35
12012 - Certified Occupational Therapist Assistant	25.42
12015 - Certified Physical Therapist Assistant	23.57
12020 - Dental Assistant	17.98
12025 - Dental Hygienist	44.75
12030 - EKG Technician	30.44
12035 - Electroneurodiagnostic Technologist	30.44
12040 - Emergency Medical Technician	21.63
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	16.36
12130 - Medical Laboratory Technician	18.08
12160 - Medical Record Clerk	18.80
12190 - Medical Record Technician	21.04
12195 - Medical Transcriptionist	20.12
12210 - Nuclear Medicine Technologist	37.60
12221 - Nursing Assistant I	11.74
12222 - Nursing Assistant II	13.19

12223 - Nursing Assistant III	14.40
12224 - Nursing Assistant IV	16.16
12235 - Optical Dispenser	20.17
12236 - Optical Technician	17.38
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	17.18
12305 - Radiologic Technologist	32.31
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	23.90
12320 - Substance Abuse Treatment Counselor	27.04
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.37
13012 - Exhibits Specialist II	26.46
13013 - Exhibits Specialist III	32.37
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	36.09
13050 - Library Aide/Clerk	14.86
13054 - Library Information Technology Systems Administrator	32.58
13058 - Library Technician	20.09
13061 - Media Specialist I	20.60
13062 - Media Specialist II	23.05
13063 - Media Specialist III	25.70
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13090 - Technical Order Library Clerk	18.67
13110 - Video Teleconference Technician	21.25
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
14170 - System Support Specialist	36.86
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	29.48
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	48.72
15086 - Maintenance Test Pilot, Rotary Wing	48.72
15088 - Non-Maintenance Test/Co-Pilot	48.72
15090 - Technical Instructor	27.59
15095 - Technical Instructor/Course Developer	33.74
15110 - Test Proctor	22.22
15120 - Tutor	22.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.37
16030 - Counter Attendant	10.37
16040 - Dry Cleaner	13.33
16070 - Finisher, Flatwork, Machine	10.37
16090 - Presser, Hand	10.37

16110 - Presser, Machine, Drycleaning	10.37
16130 - Presser, Machine, Shirts	10.37
16160 - Presser, Machine, Wearing Apparel, Laundry	10.37
16190 - Sewing Machine Operator	14.28
16220 - Tailor	15.13
16250 - Washer, Machine	11.37
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.25
19040 - Tool And Die Maker	25.72
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	24.23
21040 - Material Expediter	24.23
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	16.20
21130 - Shipping/Receiving Clerk	16.20
21140 - Store Worker I	11.96
21150 - Stock Clerk	17.21
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.93
23019 - Aircraft Logs and Records Technician	21.74
23021 - Aircraft Mechanic I	28.41
23022 - Aircraft Mechanic II	29.93
23023 - Aircraft Mechanic III	31.38
23040 - Aircraft Mechanic Helper	19.29
23050 - Aircraft, Painter	27.20
23060 - Aircraft Servicer	21.74
23070 - Aircraft Survival Flight Equipment Technician	27.20
23080 - Aircraft Worker	23.11
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.11
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	28.41
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	28.62
23130 - Carpenter, Maintenance	21.66
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	27.43
23182 - Electronics Technician Maintenance II	29.12
23183 - Electronics Technician Maintenance III	30.68
23260 - Fabric Worker	21.04
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	19.38
23311 - Fuel Distribution System Mechanic	25.09
23312 - Fuel Distribution System Operator	21.32
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	28.41
23381 - Ground Support Equipment Servicer	21.74
23382 - Ground Support Equipment Worker	23.11
23391 - Gunsmith I	19.38
23392 - Gunsmith II	22.54
23393 - Gunsmith III	25.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.28
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	27.69
23430 - Heavy Equipment Mechanic	24.16
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	24.85
23465 - Laboratory/Shelter Mechanic	23.93
23470 - Laborer	14.98
23510 - Locksmith	23.21
23530 - Machinery Maintenance Mechanic	25.43
23550 - Machinist, Maintenance	24.69
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	24.85
23592 - Metrology Technician II	26.18
23593 - Metrology Technician III	27.46

23640	- Millwright	28.19
23710	- Office Appliance Repairer	22.96
23760	- Painter, Maintenance	21.75
23790	- Pipefitter, Maintenance	25.89
23810	- Plumber, Maintenance	24.52
23820	- Pneudraulic Systems Mechanic	25.20
23850	- Rigger	25.20
23870	- Scale Mechanic	22.54
23890	- Sheet-Metal Worker, Maintenance	22.91
23910	- Small Engine Mechanic	20.49
23931	- Telecommunications Mechanic I	29.95
23932	- Telecommunications Mechanic II	31.55
23950	- Telephone Lineman	30.15
23960	- Welder, Combination, Maintenance	22.91
23965	- Well Driller	22.91
23970	- Woodcraft Worker	25.20
23980	- Woodworker	19.38
24000	- Personal Needs Occupations	
24550	- Case Manager	17.64
24570	- Child Care Attendant	12.79
24580	- Child Care Center Clerk	17.77
24610	- Chore Aide	10.86
24620	- Family Readiness And Support Services Coordinator	17.64
24630	- Homemaker	18.43
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	30.03
25040	- Sewage Plant Operator	22.92
25070	- Stationary Engineer	30.03
25190	- Ventilation Equipment Tender	21.44
25210	- Water Treatment Plant Operator	22.92
27000	- Protective Service Occupations	
27004	- Alarm Monitor	21.91
27007	- Baggage Inspector	13.98
27008	- Corrections Officer	25.08
27010	- Court Security Officer	26.37
27030	- Detection Dog Handler	20.57
27040	- Detention Officer	25.08
27070	- Firefighter	26.52
27101	- Guard I	13.98
27102	- Guard II	20.57
27131	- Police Officer I	28.19
27132	- Police Officer II	31.32
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	13.59
28042	- Carnival Equipment Repairer	14.63
28043	- Carnival Worker	9.24
28210	- Gate Attendant/Gate Tender	14.31
28310	- Lifeguard	11.59
28350	- Park Attendant (Aide)	16.02
28510	- Recreation Aide/Health Facility Attendant	11.68
28515	- Recreation Specialist	19.84
28630	- Sports Official	12.75
28690	- Swimming Pool Operator	18.21
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	25.44
29020	- Hatch Tender	25.44
29030	- Line Handler	25.44
29041	- Stevedore I	23.44
29042	- Stevedore II	26.66
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	27.38
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.16
30021	- Archeological Technician I	20.19
30022	- Archeological Technician II	22.60
30023	- Archeological Technician III	27.98
30030	- Cartographic Technician	27.98
30040	- Civil Engineering Technician	26.41
30051	- Cryogenic Technician I	24.48
30052	- Cryogenic Technician II	27.04
30061	- Drafter/CAD Operator I	20.19
30062	- Drafter/CAD Operator II	22.60
30063	- Drafter/CAD Operator III	25.19

30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30095 - Evidence Control Specialist	22.10
30210 - Laboratory Technician	23.38
30221 - Latent Fingerprint Technician I	31.51
30222 - Latent Fingerprint Technician II	34.81
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30375 - Petroleum Supply Specialist	27.04
30390 - Photo-Optics Technician	27.98
30395 - Radiation Control Technician	27.04
30461 - Technical Writer I	24.12
30462 - Technical Writer II	29.52
30463 - Technical Writer III	35.72
30491 - Unexploded Ordnance (UXO) Technician I	25.24
30492 - Unexploded Ordnance (UXO) Technician II	30.53
30493 - Unexploded Ordnance (UXO) Technician III	36.60
30494 - Unexploded (UXO) Safety Escort	25.24
30495 - Unexploded (UXO) Sweep Personnel	25.24
30501 - Weather Forecaster I	24.48
30502 - Weather Forecaster II	29.77
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	30.53
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	15.38
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	16.83
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	16.83
31362 - Truckdriver, Medium	18.28
31363 - Truckdriver, Heavy	19.96
31364 - Truckdriver, Tractor-Trailer	19.96
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.89
99030 - Cashier	10.03
99050 - Desk Clerk	12.08
99095 - Embalmer	25.36
99130 - Flight Follower	25.24
99251 - Laboratory Animal Caretaker I	12.43
99252 - Laboratory Animal Caretaker II	13.59
99260 - Marketing Analyst	33.51
99310 - Mortician	34.10
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	19.20
99711 - Recycling Specialist	23.54
99730 - Refuse Collector	17.01
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	14.77
99830 - Survey Party Chief	23.14
99831 - Surveying Aide	14.38
99832 - Surveying Technician	21.99
99840 - Vending Machine Attendant	15.48
99841 - Vending Machine Repairer	19.67
99842 - Vending Machine Repairer Helper	15.48

Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested

parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b) (2) (v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b) (2) (ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b) (2) (iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c) (1)).